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Assistant to DD/I (Admin)

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Chief, Administrative Office, FDD

Study of Fiscal and Budget Procedures

1. First of all I wish to express my satisfaction with the progress made in eliminating the requirement for duplicative information in the office budget estimates. To illustrate, our 1962 office estimate had 48 pages, our 1963 estimate, 37 pages, and 1964, 28 pages. The 1964 budget was considerably easier to prepare with less time required than for any previous budgetary estimate.

2. As to budgetary and fiscal records of FDD, these are kept at the barest minimum necessary for preparation of division reports for management use.

3. Further improvements should be made to eliminate the duplicate reporting of Fiscal and Finance Divisions on property purchased by our field offices. These items are reported first in the Fiscal Property Procurement Ledger, then are later reported again in the Finance Division Machine runs for property issues. The reconciliation of requisition totals with the issues run continues to be a long tedious process.



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